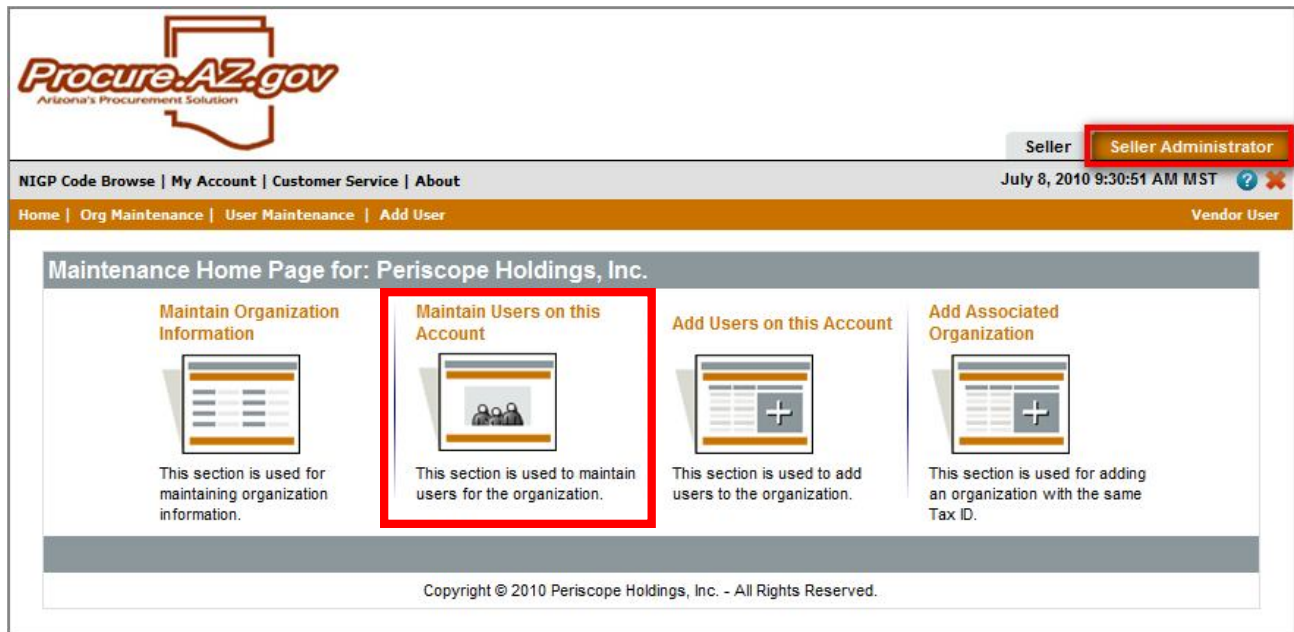# Adding a User

To ensure receipt of notifications about Bid opportunities or to be issued Purchase Orders (POs) through ProcureAZ, you must make sure that who you designate to receive this information is current within the system. You can do this by accessing the ProcureAZ login screen and logging in with your unique Login ID and Password.

Updating Vendor Data

Upon logging into ProcureAZ with your unique Login ID and Password, you may update your company's vendor data if you have the role of **Seller Administrator**. To update your company's data, click on the **Seller Administrator** tab if it displays. NOTE: Users without the role of Seller Administrator can only update their personal information by clicking on **My Account**.

Seller Administrators are presented with three initial options on their **Homepage**:

By clicking on the **Maintain Users on this Account**, Seller Administrators can determine whether the user is already set up in the system or whether adding the user is required. The following steps guide you through adding a new user:

Adding a User

ProcureAZ will maintain the user name, job title, department, phone number, email, login id, password, security question and answer, and user role. To begin adding a new user, select the **Add User** button.

Adding a User

Enter New User Information

Complete the New Vendor User information, including all required fields (fields with an '*').

New Vendor User for Tires R Us	
Salutation	
First Name*:	Last Name*:
Job Title*	Department
Phone*	Email*
Login ID *:	Status*: Active
New Password*	Confirm Password*
Login Question	Login Answer
Roles	
☐ Seller	
☐ Seller Administrator	
	Save & Exit Reset Cancel & Exit

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Select Role for New User

In the **Roles** section, select **Seller** this will allow other employees of the company to view and respond to bids and proposals.

New Vendor User for Tires R Us	
Salutation	
First Name*: Jeff	Last Name*: Gordon
Job Title* CTO	Department
Phone* 555 555 5555	Email* jeff.gordon@trutru.com
Login ID *: jeff.gordon@trutru.com	Status*: Active
New Password* ••••••••	Confirm Password* ••••••••
Login Question What was you first car?	Login Answer '67 Camaro SS
Roles	
☑ Seller	
☑ Seller Administrator	
	Save & Exit Reset Cancel

Click the **Save & Exit** button upon completion.